

Your Logo Here

(sample logo)

Purchase Order

PO No:	7
Issue Date:	5/21/2008
Promise Date:	
Requested by:	
Buyer:	MaintScape Administrator
Approved by:	
Account:	
Department:	
Status:	Open (11/7/2008)

Satisfied MaintScape User

Ship To

1111 Rewarded Street

Happy

Texas

77777

U.S.A.

Bill To

1111 Rewarded Street

Happy

Texas

77777

U.S.A.

To

ABC Supply

3456 N. Dale Mabry

Tampa

Florida

54321

U.S.A.

Vendor Code

ABC Supply

Phone

813-346-6543

Fax

813-346-6786

Delivery Instructions:

FOB	Ship Type	Terms			
Part Code	Vendor Part No	Order Qty	Ord Unt	Price/Ord Unt	Qty Price
Item/Part Name					
Crow Conn 1/2		1.00	box	\$128.00	\$128.00
Crowfoot Connector 1/2 inch MAL					
Part 3		1.90	box	\$900.00	\$1,710.00

Subtotal:	\$1,838.00
Adjustments*:	\$0.00
Delivery:	\$0.00
Total:	\$1,838.00

Currency: **standard**

* Adjustments Description:

Notes:

(You can set up standard text in MaintScape that you want to print on each of your POs. You can also add to or customize this text on a PO by PO basis.)

Signature

Date